



SkillSurvey/iCIMS

Integration

Candidate Disposition

How to Guide

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Candidate Disposition Overview

All SkillSurvey Reference/iCIMS ATS integrations can now automatically disposition (file) candidates in SkillSurvey Reference using the disposition status selected by the Recruiter from the iCIMS ATS. This enhancement is a time-saver for recruiters as it automatically pulls the candidate disposition status from the ATS and transfers that status to SkillSurvey Reference. This avoids the recruiter having to enter this information in both applications. This feature is easily enabled and will be included in all new Pre-Hire/ATS integrations.

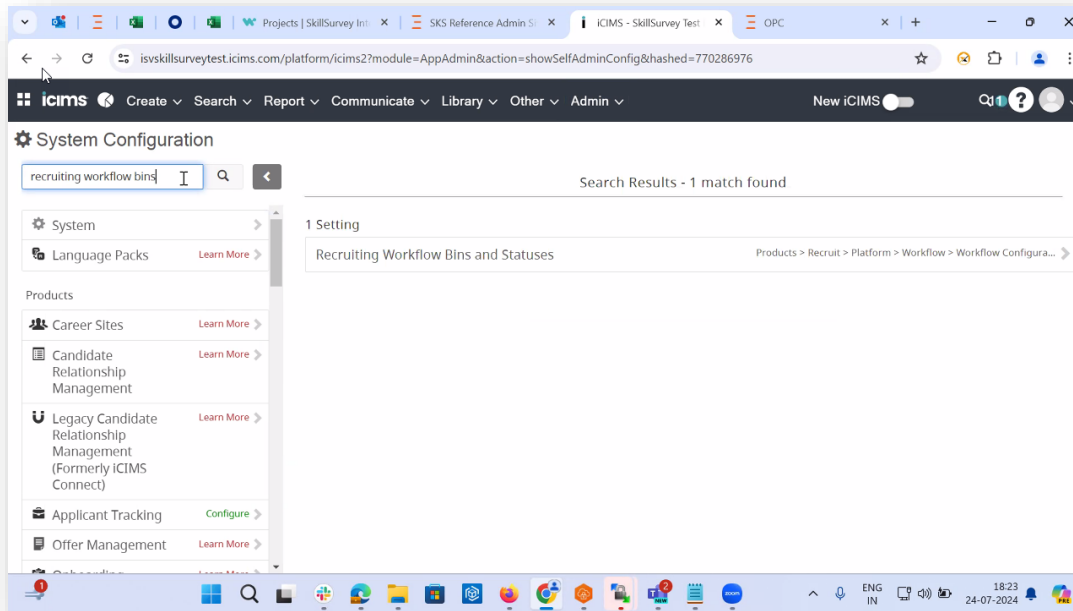
Dispositioning (filing) candidates in SkillSurvey Reference gives an easy way to track ROI. This is especially helpful when tracking those Candidates that may have been hired over the objections of HR to see how they performed. This also helps prove the value of the report to Hiring Managers. In addition, when a Candidate is filed as "Not Hired - but Still Viable", the Candidate can be easily tracked in SkillSurvey Source. They will be featured in Source as a "Silver Medalist" which will make it easier to fill the next open position because this Candidate has already been vetted.

Key things to note:

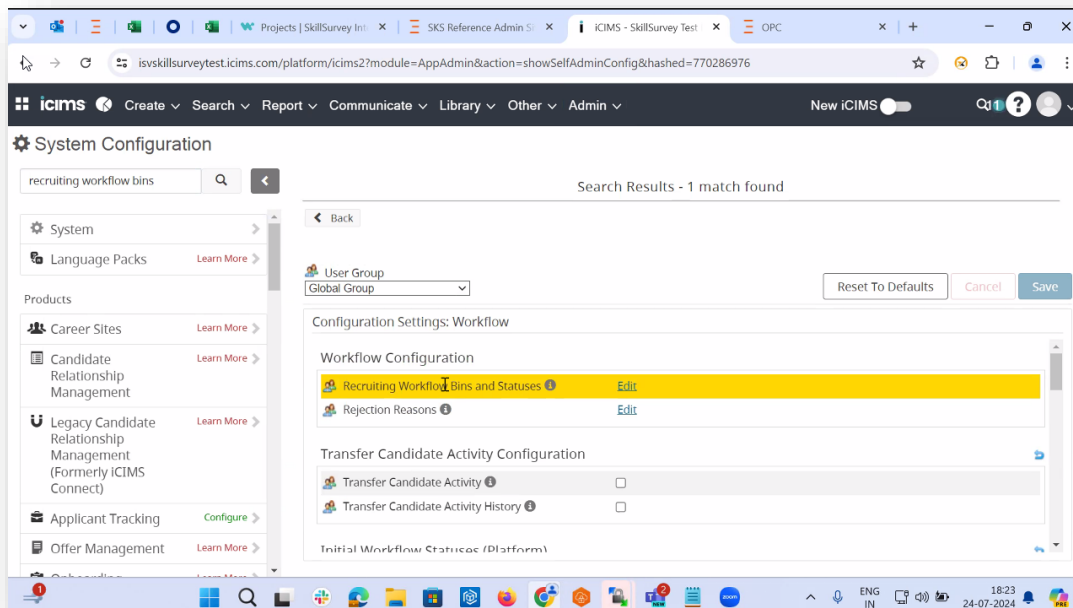
- Clients should submit an iCIMS support case to have their request assigned to an Integrations Consultant for configuration.
- In the iCIMS ATS, clients must have the 'Hired Flag' enabled. Clients can enable the 'Hired Flag' by navigating to *System Configuration, Recruiting Workflow Bins and Statuses, Hired menu*.
- During setup, the client will need to map the iCIMS disposition statuses to existing filing status in SkillSurvey Reference. The client can map multiple iCIMS disposition status to a single SkillSurvey filing status. The implementation consultant will work with you to map these statuses.
- Before mapping the ATS disposition to the SkillSurvey Reference filing status, we recommend creating an iCIMS disposition status of *Not Hired due to Reference Feedback*. This status can be mapped to the existing SkillSurvey Reference filing status of *Not Hired - Reference Feedback* and will provide valuable feedback on those candidates not hired due to the results of the Candidate Feedback Report.
- Clients also have the option to automatically send *Hired* candidates to Post-Hire and automatically kick off any scheduled Post-Hire surveys.

Enabling Candidate Disposition

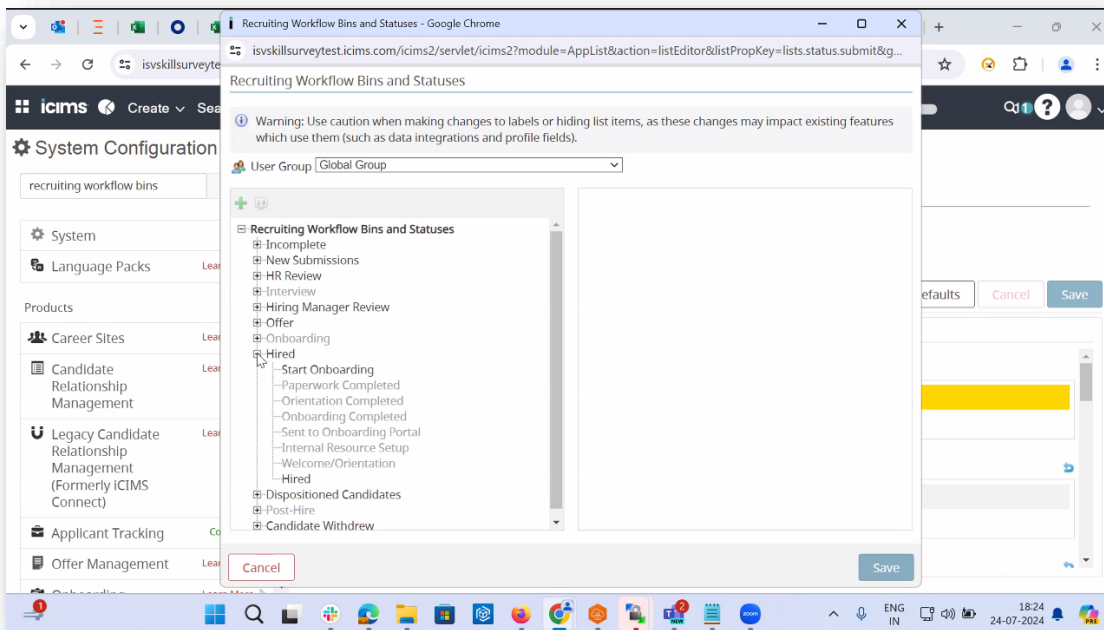
1. Ensure the *Hired Flag* in the iCIMS ATS is enabled.
 - a) Navigate to the *System Configuration* menu in the iCIMS ATS.



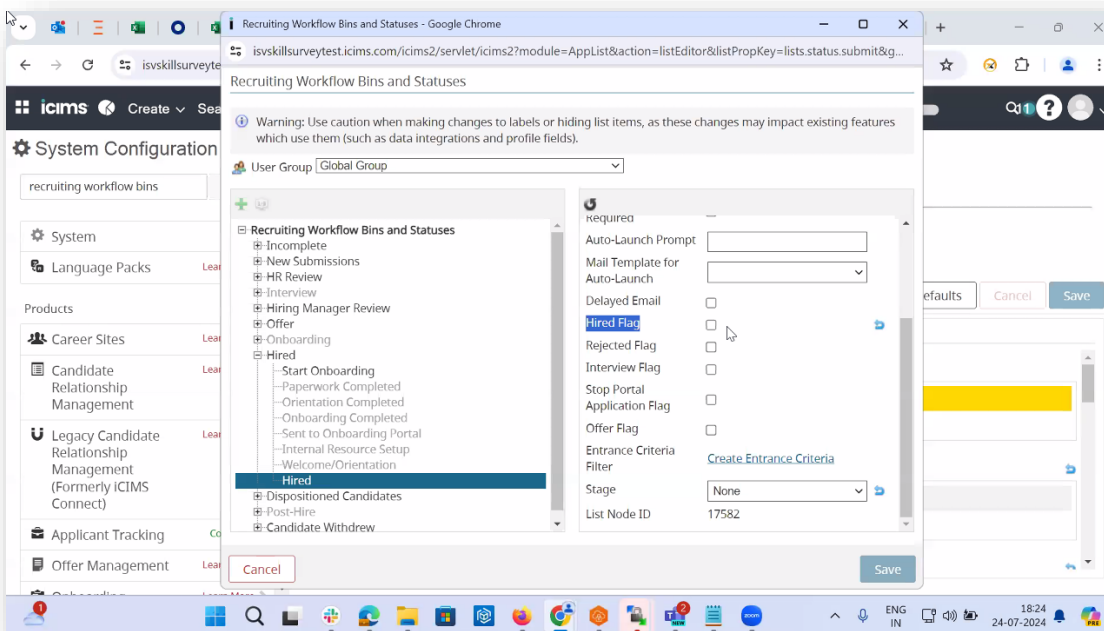
- b) Select the *Edit* link under the setting, *Recruiting Workflow Bins and Statuses*.



c) Under the *Hired* dropdown, select the *Hired* option.



d) Check the *Hired Flag* checkbox and *Save*.



2. Once the client request has been submitted an implementation consultant is assigned and will enable the Update Disposition option to the integration.
3. Once enabled, the iCIMS Disposition API endpoint will transfer the candidate disposition information from the iCIMS ATS to SkillSurvey Reference automatically.
4. If the client is also a Post-Hire customer, the consultant should ensure that the Division Setting to automatically add candidates dispositioned as Hired to the Post-Hire application is selected. With this automation, candidates hired in the iCIMS ATS will be filed in Reference, then added to Post-Hire and included in any scheduled surveys including the launch of the Candidate Hiring Experience Survey.
5. Implementation consultants will work with the client to map the iCIMS ATS status with the filing status available in SkillSurvey Reference. Clients can map multiple iCIMS ATS status to a single SkillSurvey Reference filing status.

Note: Before mapping, we strongly recommend setting up a status in the iCIMS ATS of *Not Hired due to Reference Feedback*. Mapping this status to the existing SkillSurvey filing status, *Not Hired – Reference Feedback* will help clients prove ROI and determine savings due to candidates not hired due to a Candidate Feedback report.

6. As the iCIMS ATS status are added or modified, clients can update their candidate disposition status mapping at any time by contacting iCIMS support.

Viewing Dispositioned Candidates

To view dispositioned candidates in SkillSurvey Reference, login to the SkillSurvey Reference product and navigate to the *Candidates, Manage Candidates, Manage All Candidates* menu.

The screenshot displays the SkillSurvey Reference application interface. The top navigation bar includes the SkillSurvey logo, a search bar, and a user profile dropdown. The main navigation menu on the left lists 'Reference', 'Source', 'Post-Hire', and 'Career Readiness'. The 'Candidates' menu is expanded, showing options like 'Manage My Candidates', 'Manage All Candidates', and 'Bulk Actions'. The main content area features several sections: 'My Open Positions' with a table of job openings, 'Waiting to File' with a table of candidates, 'My Recent Candidates' with a table of recent activity, and 'Announcements'. The footer contains links for 'Privacy Policy', 'Accessibility', and 'Need Help', along with the copyright notice '© 2024 SkillSurvey, Inc. All Rights Reserved.'.

My Open Positions

| Position | Survey | Candidates | Action |
|----------|-----------------|------------|--------|
| | General Ex... | 0 / 1 | |
| | Sports Official | 0 / 1 | |
| BSA | Business S... | 0 / 1 | |
| Manager | Meighan H... | 1 / 1 | |

[View All](#)

Waiting to File

| Name | Created Date | Action | Reports |
|------|--------------|----------------------|---------|
| | 07/18/2023 | Select filing sta... | |

[View Available to Re-Finalize](#) [View All](#)

My Recent Candidates

| Name | Created Date | Status |
|------|--------------|---------------------------------------|
| | 07/18/2023 | Waiting to File |
| | 09/30/2020 | Waiting for Candidate |
| | 10/16/2019 | Waiting for Candidate |
| | 10/16/2019 | Waiting for Candidate |

[View All](#)

Announcements

No Announcements

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<https://uat-app.skillsurvey.com/Reference/RecruiterCandidate/SearchCandidate?activeTab=2>

Deselect all checked search criteria options and select only *Filed* from the search criteria options. Select *Search* to display the results.

Manage Candidates

▼ Search Criteria - Customize Your Search Here * indicates required fields

First Name:

Last Name:

Select Division: *

Select Workforce Segment:

Display Candidates for Recruiter: *

☒ All ☐ Active ☐ Inactive

Position ID:

Job Title:

Days Since Candidate Entered: *

Select Candidate Status*

- ☐ Select/Deselect All
- ☐ Waiting for Candidate
- ☐ Waiting for References
- ☐ Waiting to Finalize
- ☐ Available to Re-Finalize
- ☐ Waiting to File
- ☒ Filed
- ☐ Cancelled
- ☐ Expired
- ☐ Opted Out
- ☐ Bounced Notification

The results grid shows Candidate information with a *Candidate Status* column that shows the candidate's disposition status.

My Candidates | All Candidates | Bulk Actions

Candidate Details Show 10 records

| First Name | Last Name | Recruiter | Division | Workforce Segment | Position | Survey | Created Date | Candidate Status | Action |
|---------------|---------------|-----------------|---------------|-------------------|--------------------------|----------------------------------|--------------|-----------------------|--------|
| ▼/Contains... | ▼/Contains... | ▼/Contains... | ▼/Contains... | ▼/Contains... | ▼/Contains... | ▼/Contains... | ▼/On... | Filed Candidate Hired | |
| | | Martin, Meighan | Meighan PH360 | None | | Administrative Professionals, v3 | 08/17/2021 | Filed Candidate Hired | |
| | | Martin, Meighan | Meighan PH360 | None | | Administrative Professionals, v3 | 08/17/2021 | Filed Candidate Hired | |
| | | Martin, Meighan | Meighan PH360 | None | Business Systems Analyst | Business Systems Analyst, v2 | 05/26/2021 | Filed Candidate Hired | |

1 - 3 of 3 records

100% Prev 1 Next 100%

You can also see the disposition of a particular candidate on the Candidate details page.

Candidate Details for [REDACTED]

File candidate: Hired [Why Should I File?](#)

Candidate Information

| | | | |
|------------------------|------------------------------|-----------------|------------|
| Name: | [REDACTED] | Company: | [REDACTED] |
| Email: | [REDACTED] | Division: | [REDACTED] |
| Position: | Business Systems Analyst | Managed by: | [REDACTED] |
| Pre-Hire 360 Survey: | Business Systems Analyst, v2 | File Candidate: | Hired |
| Position ID: | 123456 | | |
| Currently an employee: | No | | |
| Created Date: | May 26, 2021 - 10:21AM | | |

[Edit](#)